

Address Book

Groups:

All—lists everyone in your address book

Groups—lists certain people in your address book

Smart Groups—contain certain people who meet criteria

Create new contact:

Go to File, New Card

Click and type to add information

Add contact from an email you received:

With email open, Go to Message, Add Sender to Address Book

Delete Card:

Select card

Go to Edit, Delete Card

Create a new Group:

Go to File, New Group

Name Group

Drag members from “All” list to group

Create a Smart Group:

Go to File, New Smart Group

Name Group

Identify “rule” for inclusion in group

Click + (at right) to add another “rule”

Anyone with a card matching “rules” will automatically be in the group

Be careful! Make sure your “rule” includes only people you want in the group

Back up Address Book

Occasionally, Address Book will crash—all data lost ;(

Periodically, back up addresses:

Go to File, Back Up Address Book

Choose a place to save file